

DOVER AREA SCHOOL DISTRICT

7TH GRADE COMPUTER PLANNED INSTRUCTION/CURRICULUM GUIDE PART A

COURSE DESCRIPTION: Seventh grade computer class is intended to provide an opportunity for students to further develop keyboarding and document production skills in order to efficiently use a microcomputer to create reports and other documents as well as have an understanding of the history of computers, how they operate and their effect on society.

GRADE(S): 7 **COURSE LENGTH:** Semester **DURATION:** 80 minutes **FREQUENCY:** Alternating Days

WRITTEN BY: Marie Hersh & Linda May

TIME (WEEKS/CLASSES)	UNIT CONTENT/CONCEPTS/ PROCESS	STATE STANDARD (NAT. STANDARD)	INSTRUCTIONAL STRATEGIES, LEARNING PRACTICES ACTIVITIES AND EXPERIENCES	MATERIALS AND RESOURCES
Daily	ALPHA-NUMERIC KEYBOARD REVIEW Students will demonstrate the proper keyboarding techniques Student will demonstrate appropriate keyboarding skills through the use of touch typing on the alphanumeric keyboard. WORD PROCESSING <u>Operating System Basics</u>	3.6.7.C	Teacher presentation Teacher demonstration Student application Drills/Practice Teacher dictation	Computer & Printer Textbook Software Chart Checklist
2 day presentation Ongoing reinforcement	Students will independently navigate a computer system from booting to shutting down:] -use of menus, icons, toolbar, keyboard commands, and dialog boxes -use of mouse -use of windows on desktop	3.6.10.C	Teacher presentation Teacher demonstration Student application Class discussion Student identification of system basics	Computer & Printer Textbook Audio-visual materials Supplemental materials

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1 day presentation Ongoing reinforcement	Students will launch an application stored on a student network	3.6.4.D	Teacher presentation Teacher demonstration Student application Class discussion Student identification of system basics Problem solving	Computer & Printer Textbook Audio-visual materials Supplemental materials
	Students will organize files, folders and documents	3.6.4.D		
	WORD PROCESSING <u>Create a New Document</u>			
2 days presentation Ongoing reinforcement	Students will -create a new document -name a document -enter information into a document <u>Open, Edit, Preview, and Print a Document</u>	3.6.7.D	Teacher presentation Teacher demonstration Student application Class discussion Problem solving Supplemental exercises	Computer & Printer Textbook Audio-visual materials Supplemental materials
	Students will: -open a document -save the document as a revised document -shrink the Help menu -add text -delete text -use the Undo command -select text -move text -copy text -preview document -print document -close document	3.6.7.D	Teacher presentation Teacher demonstration Student application Class discussion Problem solving Supplemental exercises	Computer & Printer Textbook Audio-visual materials Supplemental materials

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2 days presentation Ongoing reinforcement	<u>Format a Document</u> Students will: -set margins -set tabs -change vertical line spacing -center text	3.6.7.D	Teacher presentation Teacher demonstration Class discussion Problem solving Supplemental exercises	Computer & Printer Textbook Audio-visual materials Supplemental materials
2 days presentation Ongoing reinforcement	<u>Use Special Features</u> Students will: -use the bold feature -use the underline feature -use the italics feature -use the various fonts -change font sizes	3.6.7.D	Teacher presentation Teacher demonstration Class discussion Problem solving Supplemental exercises	Computer & Printer Textbook Audio-visual materials Supplemental materials
1 day presentation Ongoing reinforcement	<u>Create Headers and Footers</u> Students will: -create a header -create a footer	3.6.7.D	Teacher presentation Teacher demonstration Student application Class discussion Problem solving Supplemental exercises	Computer & Printer Textbook Audio-visual materials Supplemental materials
1 day presentation Ongoing reinforcement	<u>Use the Spell Checker</u> Students will: -use the spell checker -proofread the document -use correct proofreader symbols to revise copy	3.6.7.D	Teacher presentation Teacher demonstration Student application Class discussion Problem solving Supplemental exercises	Computer & Printer Textbook Audio-visual materials Supplemental materials
2 days presentation Ongoing reinforcement	<u>Find and Replace Text</u> Students will: -use the find feature -use the replace feature	3.6.7.D	Teacher presentation Teacher demonstration Student application Class discussion Problem solving Supplemental exercises	Computer & Printer Textbook Audio-visual materials Supplemental materials

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2 days presentation Ongoing reinforcement	<u>Create Enumerations and Bullets</u> Students will: -create hanging indents -create enumerated lists -create bulleted lists <u>Timed Writing</u>	3.6.7.D	Teacher presentation Teacher demonstration Student application Class discussion Problem solving Supplemental exercises	Computer & Printer Textbook Audio-visual materials Supplemental materials
3-4 times per marking period	Students will: -use their keyboarding skills and techniques to key with emphasis on speed and accuracy COMPUTER LITERACY <u>Introduction to Computers</u>	3.6.10.C	Student application	Computer & Printer Timed writing software
2 day presentation	Students will: -learn terminology specific to the parts of a computer -see and handle a microprocessor -recognize the names and understand the contributions of some of the people important to the computer -develop a mental model of computers as information- processing machines <u>Circuits and Switches</u>	3.6.7.E 3.6.4	Teacher presentation View video Class discussion Written activity Hands-on activity	VCR Overhead projector Transparencies Poster Video tape Microprocessors Transistors Vacuum tubes Old computer components Student materials
2 day presentation	Students will: -understand an electrical current in a wire is a flow of electrons -recognize a simple, working circuit -understand conductivity of solids and how conductivity can be tested -learn some of the terminology used in circuitry	3.3.10.B 3.3.10.C	Teacher Presentation View video Class discussion Student handout Role playing Hands-on activity	VCR Video tape Laboratory materials Working flashlight Tokens

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2 day presentation	<u>Digital Information</u> Students will: -learn how the binary system used by computers can represent colors in a graphic -learn how a computer can work with colored pictures -connect their knowledge of circuits to the way information is represented in a computer	3.7.10.B	Teacher presentation View video Class discussion Student handout Student demonstration	VCR Video tape Overhead projector Transparencies Student materials
1 day presentation	<u>Microprocessors</u> Students will: -develop a mental model of computers as machines that rapidly and accurately process information -understand that computers operate by repeatedly carrying out a fetch-decode-execute cycle -examine a microprocessor and understand that it is very small relative to the size of the entire computer	3.8.7.A 3.8.7.B	Teacher presentation View video Class discussion Student handout Hands-on activity Student demonstration	VCR Video tape Overhead projector Transparencies Student materials Microprocessor Index cards Ingredients for sandwich
1 day presentation	<u>Creating Chips</u> Students will: -see and examine a chip -learn about fabs and clean rooms -learn how a chip is designed -learn how a chip is fabricated	3.8.7.A	Teacher presentation View video Hands-on activity Student handout Class discussion	VCR Video tape Microprocessor Wafer Student materials Overhead projector Transparencies

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1 day presentation	<u>Networking</u> Students will: -understand the need for speed and accuracy in transmission of data -understand some of the factors that control the speed at which data can be moved along a network -gain some insights into the history and development of the internet	3.6.7.E 3.6.10.E	Teacher presentation View video Student handout Student discussion Student group demonstration Hands-on activity	VCR Video tape Student signs Cable samples Student materials Overhead projector Transparencies
2 day presentation	<u>Technology and Society</u> Students will: -understand how technological changes have led to social changes -think about how computer technology affects what they learn in school -examine how the knowledge and skills needed for various jobs have been affected by computer technology	3.9.7A 3.9.7.C	Teacher presentation View video Student discussion Student handout Guest lecturer Student research	VCR Video tape Student materials Technology catalogs Newspaper
1 day presentation	<u>Changing Technology</u> Students will: -gain insight into current state of the art computer and networking -gain insight into the future of computer technology	3.9.7.A 3.9.7.C	Teacher presentation View video Student handout Student discussion	VCR Video tape Overhead projector Transparencies Student materials

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PART B

GRADE: 7

OPPORTUNITIES FOR INTEGRATION	ENRICHMENT, AND EXPANDED OPPORTUNITIES	REMEDICATION AND INTERVENTION STRATEGIES	ASSESSMENTS AND PORTFOLIO OPPORTUNITIES
<p>Language Arts – reading student created documents for content; spelling through use of spell check</p> <p>Math – problem solving through page setups, margins, and tabs</p>	<p>In-depth discussion on current trends in computer technology</p> <p>Current magazines and newspaper articles on the use of computers</p> <p>Additional word processing documents using supplemental materials provided by textbook publisher and other outside sources</p>	<p>Additional time given for assignment completion</p> <p>Shorter assignments</p> <p>Corrected copy provided for learning support students</p> <p>Chunk handwritten assignments and worksheets</p>	<p>Written assessment through tests, quizzes, and worksheets</p> <p>Teacher observation</p> <p>Rubric for keyboarding techniques</p> <p>Student-generated documents</p> <p>Computer folder</p>